



འབྲུག་སྐོར་གོང་འཕེལ་ཚད་འཛིན།
Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan
“Inspiring the growth of livestock entrepreneurs”



TERMS OF REFERENCE (TOR) FOR PA OF BLDCL

Position Title	PA to CEO
Grade	O2
Pay & Allowance	<ul style="list-style-type: none">Basic pay Nu.13, 095+ 20% of the Contract allowance on the basic pay Fixed Allowance: Nu. 8,500LTC: Nu.1,090
Type of employment	Contract (Initial for 3 years and extendable based on performance)
Qualification & Experience	Class XII with 55% (English+ best 3 subjects), Preference will be given to experienced candidate.
Duties, Responsibilities & Accountabilities	<ul style="list-style-type: none">-Manage the CEO's calendar, appointments and meetings.-Prepare and manage confidential documents-Schedule and coordinate internal and external meetings-Arrange travel, accommodations and itineraries-Maintain and organize confidential files, records and correspondence-Act as a primary point of contact between CEO and stakeholders-Facilitate smooth communication between departments on behalf of the CEO-Handle special projects as assigned by the CEO-Maintain high level of professionalism and confidentiality at all times-Handle sensitive information with discretion and integrity-Other task assigned by the CEO
Specific requirements	Physically and mentally fit.



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TERMS OF REFERENCE (TOR) FOR FOOD HANDLER OF BLDCL

Position Title	Food Handler
Grade	O6
Pay & Allowance	<ul style="list-style-type: none">• Basic pay Nu.10, 665+ 20% of the Contract allowance on the basic pay Fixed Allowance: Nu. 7,675• LTC: Nu.890
Type of employment	Contract (Initial for 3 years and extendable based on performance)
Qualification & Experience	NA (Preference will be given to the candidate with certain qualification)
Duties, Responsibilities & Accountabilities	<ul style="list-style-type: none">- Cutting of carcass (Cut, trimming, deboning, skinning and separate edible protein and offal). Segregated for different products or as per the instruction from the supervisors.- Products processing (mincing, chopping, sausage filling, sausage bundling, mixing) with close consultation and guidance of immediate supervisor.- To clean the processing room and all the equipment before and after the work.- Maintain packaging standards (Presentation and display, size and shape)- Clean packaging room and maintain cleanliness all time.- Loading, unloading, arranging of products and cleaning of store.- Compound cleaning, beautification and gardening whenever necessary.- Clean processing dress and maintain hygienic all time and cleaning of rest room and bathroom cleaning.- Maintain strict biosecurity in the plant
Specific requirements	Physically and mentally fit.



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TERMS OF REFERENCE (TOR) FOR FARM ASSISTANT OF BLD

Position Title	Farm Assistant
Grade	O6
Pay & Allowance	<ul style="list-style-type: none">Basic pay Nu.10, 665+ 20% of the Contract allowance on the basic pay Fixed Allowance: Nu. 7,675LTC: Nu.890
Type of employment	Contract (Initial for 3 years and extendable based on performance)
Qualification & Experience	NA ((Preference will be given to the candidate with certain qualification)
Duties, Responsibilities & Accountabilities	<ul style="list-style-type: none">-Carry out health and feeding activities-Follow daily feeding regime, as per SoP.- Carry shed and Surrounding cleaning-Disinfect the shed and Farm entrance gate at least once a week-Immediately inform the farm in-charge if you notice sick animal-Observe and record the animal heat Monthly data recording-Record weight of piglets and adults' pigs-Daily Update Service record-Update birth record in birth card-Update iron-injection and vaccination of piglets in card Monitor water sources, clean the water source at-least once a month Maintain biosecurity of the farm Inform/update Farm manager/LPO for alternative/innovative ideas for betterment of farm. Assist in pig harvest and supply .Maize plantation for green feeding. Prepare the grass hay for bedding purpose
Specific requirements	Physically and mentally fit.



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TERMS OF REFERENCE (TOR) FOR NIGHT GUARD OF BLDCL

Position Title	Night Guard
Grade	O6
Pay & Allowance	<ul style="list-style-type: none">• Basic pay Nu.10, 665+ 20% of the Contract allowance on the basic pay Fixed Allowance: Nu. 7,675• LTC: Nu.890
Type of employment	Contract (Initial for 3 years and extendable based on performance)
Qualification & Experience	NA (Preference will be given to the candidate with certain qualification)
Duties, Responsibilities & Accountabilities	<p>- Ensure the safety and security of the office building and organizational assets within the office premises during non-working hours, weekends, and holidays</p> <p>-Keep custody of office keys to main entrance and will be liable for any loss of Organization’s assets during the period of his/her duty</p> <p>3-Ensure gate to office premise remain closed after office hours, holidays and open during working hours, look for trespassing and discourage animals from entering the surrounding.</p> <p>-Keep custody of Office whole day and night during government holidays, weekends and night during working days from 5 p.m. to 9 a.m.</p> <p>-Inspect and make sure that the office surroundings are kept clean and no trashes are seen around the Office.</p> <p>-Switching off electrical lights and appliances after use/Switching on office street lights during night and putting off in the morning.</p> <p>-Any miscreant or untoward incidences should be immediately reported to the officer concerned and the police.</p> <p>-Any other duty assigned by the supervisors</p>
Specific requirements	Physically and mentally fit.